

DOI Work Activity 60: Perform Budget Duties

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: All tasks associated with budget development, formulation and execution that support the organization as a whole. Tasks include analysis, preparation, submission, justification and monitoring of budget data.

Note: Excluded from this are budget activities that can be charged to specific program related goals. An example of program related budgeting is the cost of a program leader, administrative assistant, or branch chief developing a recreation budget.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, Congress.)

System Interfaces:

DOI Program Area Contact: Dianne Shaughnessy (OS/POB)

DOI Work Activity 61: Support Human Resources Activities

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Tasks include developing and implementing policies and procedures and providing guidance. It includes some overarching operations such as job fairs, and providing personnel services to bureau and department employees and supervisors. This activity does not include human resource processing activities for specific programs, such as, developing job descriptions, developing employee documents (e.g., SF-50s, retirement paperwork, health benefit forms, retention registers, etc. for employees in the field) that should be charged to specific programs. This activity also does not include costs associated with labor and employee relations, equal opportunity, civil rights and workforce diversity, which are covered under DOI activities 75 through 78.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, OPM.)

System Interfaces:

DOI Program Area Contact: Brenda Ritchie (OS/PPM)

DOI Work Activity 62: Perform Financial Management Operations

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 – Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 – Sustain the Organization
DOI Sub process:	5b – Sustain Organizations

Examples/Notes:

Work Activity Description: Tasks include financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and planning, developing, implementing and maintaining accounting and mixed financial systems.

Note: Excludes activities that are performed by program offices or that can be directly related to programs, e.g. an administrative officer certifying a vendor invoice for a program.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, Congress)

System Interfaces:

DOI Program Area Contact: Brenda Rodriguez (OS/PFM)

DOI Work Activity 63: Provide Procurement Services

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Includes labor, operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole.

Note: Excludes charges that can be readily identified to a specific program.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Patricia Corrigan (OS/PAM)

DOI Work Activity 64: Provide Facilities and Space Management Services

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Includes rent, utilities, security, and facility & grounds maintenance that cannot be charged to a mission-related goal. Includes real property and space management. This does not include the labor charges when these functions are performed internally.

Note: This does not include the cost of employee salaries and benefits or direct costs related to the administration of fixed overhead costs. These should be charged to the property management procurement.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Patricia Corrigan (OS/PAM)

DOI Work Activity 65: Manage Information and Files

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Manage Information and Files (65) is used to report all work related to both IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance. Reporting for this activity occurs throughout the lifecycle of information, records, data and files.

Use **Manage Information and Files (65)** for:

- Central Files, Mailrooms, Library/Information Services
- The Federal Records Act and Records Management Initiatives
- The Privacy Act and Privacy Initiatives
- Privacy Impact Assessments and Records Management Impact Assessments
- Data analysis for privacy and records management classification and impacts
- Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs
- FOIA and Privacy Act Appeals
- Section 508 of the Rehabilitation Act of 1973, as Amended
- Records Management Policies
- Information Quality Guidelines
- Web Policies
- Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web
- Compliance monitoring and reporting
- Awareness and training for privacy, Records Management, FOIA, Section 508, and Web
- Operational Data Administration including maintenance, storage, information dissemination, use, control and disposal

Manage Information and Files (65) includes the persons, both government FTE and contractor personnel, performing work in this activity, and the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

This work activity is **NOT** to be used to report costs for individual IT investments or projects, which are to be reported under work activities **Plan IT Investments (80)**, **Acquire IT Investments (81)**, or **Operate and Maintain IT Investments (82)**.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Ed McCeney (OS/OCIO)

DOI Work Activity 66: Provide Other Management Support Services

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Includes labor and operations costs of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, etc. that cannot be charged to a mission-related goal. Does not include real property (facilities and space management) activities.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact:

DOI Work Activity 67: Perform Planning

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: These activities include strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions.

Note: Excluded from this are planning activities that can be charged to specific program related goals.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, Congress.)

System Interfaces:

DOI Program Area Contact: LeRon Bielak (OS/PPP)

DOI Work Activity 68: Provide Central Leadership

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Includes costs of the executive managers (executive and senior executives' immediate offices), when labor and other office costs cannot be directly charged to a program activity.

Includes costs associated with the administration and implementation of the Department's Activity Based Cost Management Program

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact:

DOI Work Activity 73: Prepare Financial Management Reports

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Includes all tasks to prepare reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220).

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, Congress)

System Interfaces:

DOI Program Area Contact: Brenda Rodriguez (OS/PFM)

DOI Work Activity 76: Administer Employee and Labor Relations

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes: Note: Use **Administer Employee and Labor Relations (76)**, not DOI activity **Administer Internal Civil Rights (78)**, for complaints of discrimination based on sexual orientation. These are internal departmental processes, not Title VII matters.

Work Activity Description: Provide guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security; determining employee suitability; and managing the employee assistance program, ethics program and performance management system.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, Congress)

System Interfaces:

DOI Program Area Contact: Sharon Eller (OS/PEO)

DOI Work Activity 77: Administer External Civil Rights

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes: This work relates to Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act; sections 504 and 508 of the Rehabilitation Act; Executive Orders 13160 and 13166; 43 CFR 27 – Nondiscrimination in Activities Conducted under Permits, Rights-of-way, Public land orders, and Federal Authorizations Granted or Issued under Title II of Public Law 93-153 (Trans-Alaskan Oil Pipeline); and 43 CFR 34 – Requirements for Equal Opportunity During Construction and Operation of the Alaska Natural Gas Transportation System.

Work Activity Description: Includes all costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and federally funded/assisted education and training programs with State and local governments. Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements.

Administer External Civil Rights (77) includes the following work activities:

- Conduct compliance reviews of recipients of Federal financial assistance and federally conducted programs, activities and services;
- Investigate complaints of alleged discrimination filed by actual and potential recipients of Federal assistance;
- Conduct fact-finding inquiries on complaints filed by the public against DOI-conducted programs and activities;
- Facilitate informal resolution of conflicts whenever possible;
- Oversee/monitor federally funded/assisted education and training programs, and State/local government programs receiving federal assistance to administer civil rights compliance and enforcement;
- Conduct pattern and practice race discrimination analyses of recipient workforce where appropriate;
- Ensure that both DOI and recipient programs and activities are provided equally to persons with limited English proficiency;
- Establish and facilitate liaisons and partnerships with minority and other multicultural groups with both DOI and recipients to help carry out civil rights mandates
- Ensure that recipient practices and policies do not adversely impact minority or low income communities;
- Provide training and technical assistance to DOI staff, recipient officials, public beneficiaries and other stakeholders in accomplishing civil rights mandates and to ensure multi-cultural communities involvement with Federal and State conservation initiatives;
- Monitor environmental policies and practices of recipients of Federal financial assistance to ensure non-adverse impact.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, Congress)

System Interfaces:

DOI Program Area Contact: Samuel Bowser (OS/PEO)

DOI Work Activity 78: Administer Internal Civil Rights

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes: Note: Use DOI activity **Administer Employee and Labor Relations (76)**, not **Administer Internal Civil Rights (78)**, for complaints of discrimination based on sexual orientation. These are internal departmental processes, not Title VII matters. **Administer Internal Civil Rights (78)** relates to Title VII of the Civil Rights Act of 1964.

Work Activity Description: **Administer Internal Civil Rights (78)** captures all costs to implement 29 C.F.R. 1614 and EEOC management Directive 715. Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements.

Administer Internal Civil Rights (78) includes the following work activities:

At the pre-complaint stage:

- Providing pre-complaint counseling to all EEO pre-complainants; attempting resolution of the issues, conducting a limited inquiry, and creating a Report of Counseling.
- Organizing and assisting with Alternate Dispute Resolution (ADR) activities during the pre-complaint stage, and track and monitor all data related to the pre-complaint stage;
- Providing direction and guidance to all customers regarding the pre-complaint stage, including managers, supervisors, employees, and representatives.

At the complaint stage:

- Accepting/rejecting formal complaints for investigation;
- Arranging for and overseeing an investigation by a contract investigator;
- Reviewing the Report of Investigation;
- Assisting Human Resources and Solicitor with document requests related to the hearing;
- Attending hearings and responding to and reviewing depositions;
- Tracking all formal complaints;
- Analyzing all data relating to recruitment, hiring, training/development
- Providing customer service, direction, and guidance to complainants, their representatives, Solicitor, Human Resources, Office of Civil Rights, supervisors, and managers throughout the formal complaint process;
- Organizing and assisting with ADR activities during the formal complaint stage;
- Overseeing settlement processes;
- Completing reports and plans related to complaint activities

Other specific tasks include:

- Monitoring, evaluating, and adjudicating civil rights compliance and enforcement functions covering equal opportunity;
- Completing reports and plans related to preventing discrimination;
- Providing/attending training on civil rights and equal opportunity;
- Developing civil rights, equal access and workforce diversity policy on the prevention, resolution and elimination of discrimination in the workplace;

- Implementing laws, Executive Orders and Management Directives prohibiting discrimination on the basis of race, color, national origin, age, sex, and disability; establish and maintain Equal Employment Opportunity Programs.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, Congress)

System Interfaces:

DOI Program Area Contact: Samuel Bowser (OS/PEO)

DOI Work Activity 80: Plan IT Investments

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: **Plan IT Investments (80)** is to be used when planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes.

Reporting under this activity correlates **to the planning component of IT investment Development/Modernization/Enhancement reporting for individual investments, systems, or projects planned in the Exhibit 300 and parts 1, 2 or 4 of the Exhibit 53** and the Pre-Select and Select Phases of the Capital Planning and Investment Control (CPIC) Process. CPIC and Project Management program costs should be reported under work activity **Perform Capital Planning and Project Management (84)**.

Use **Plan IT Investments (80)** for:

- Analyzing requirements based upon, but not including the costs of, business process re-engineering. Assessing and planning for requirements unique to this IT investment, including necessary policy and procedures, information/data, security, architecture, and infrastructure
- Determining project feasibility
- Project management and planning directly related to an IT development, modernization, and major enhancement
- Evaluating hardware and software options and methods
- Performing life cycle costs analysis and planning
- Performing a cost benefit analysis by assessing the benefits, risks, and risk-adjusted life-cycle costs of alternative solutions
- Determining organizational impacts of the IT investment and alternatives
- Coordinating with customers, stakeholders, and users on the IT investment
- Establishing realistic cost, schedule, and performance goals before either proceeding to full acquisition of an IT investment or useful segment or terminating the investment or a legacy system
- Development and submission of all capital planning and investment control documents for IT investments in the Preselect and Select phases of the Capital Planning and Investment Control (CPIC) process

Planning includes all preparatory activities required to achieve specific goals through an acquisition. Information gathering activities may include market research of available solutions, engineering and design studies, and prototypes. Depending on the nature of an investment, one or more planning segments may be necessary.

Plan IT Investments (80) includes the Integrated Project Team (IPT) FTE, government and contractor personnel, supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff for the local office performing the previously mentioned functions.

This work activity is **NOT** to be used to **report CPIC or project management program costs** that are to be reported under work activity **Perform Capital Planning and Project Management (84)**. **All aspects of**

planning for IT Security are to be reported under Secure IT (83) work activity. Do not use this work activity for costs planned in part 3 of the Exhibit 53.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Ron Shepherd (OS/OCIO)

DOI Work Activity 81: Acquire IT Investments

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Acquire IT Investments (81) is used to report on an IT investment's *full acquisition*. Related costs include the procurement and implementation of an IT investment or useful segment/module. Reporting for this activity occurs after initial planning activities are complete, bureau and DOI Capital Planning and Investment Control (CPIC) processes select and approve the proposed technical approach, project (investment) plans and establishes the baseline cost, schedule and performance goals for this phase of an IT investment **and before systems are accepted for operation and maintenance**.

Reporting under this activity correlates to **the acquisition component of the IT investment Development/Modernization/Enhancement reporting for individual investments, systems, or projects planned in the Exhibit 300 and parts 1, 2 or 4 of the Exhibit 53** and the Control and Evaluation Phases of the Capital Planning and Investment Control Process.

Use **Acquire IT Investments (81)** for:

- Integrated Project Team (IPT) costs directly related to acquisition, development, and installation of this investment
- Finalizing the Cost Benefit analysis (CBA/BCA) initially reported under **Plan IT Investments (80)**
- Detailed technical user requirements analysis and logical and physical design activities
- Development of a software application and incremental reviews
- User acceptance, functionality, and interoperability testing
- Developing implementation procedures
- Creating and distributing system and user documentation
- Purchasing and installing needed hardware, software, supplies and services including upgrades and enhancements
- Developing and testing training procedures
- Installing hardware and software needed to implement system
- Planning, coordinating, scheduling, and conducting initial training of users, administrators, customers, and stakeholders for operation, use and maintenance
- Data conversion into new systems

This work activity includes the Integrated Project Team (IPT) FTE, both government and contractor personnel performing work in this activity, and the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

This work activity is **NOT** to be used to report **CPIC or project management program costs** that are to be reported under work activity 84. **Do not use this program element for costs planned in part 3 of the Exhibit 53.**

All aspects of acquisition for IT Security are to be reported under Secure IT (83) work activity.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Ron Shepherd (OS/OCIO)

DOI Work Activity 82: Operate and Maintain IT Investments

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: **Operate and Maintain IT Investments (82)** is to be used when an IT investment is **operational (steady state)** after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required to manage an investment in operations and maintenance are reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment.

Reporting under this activity correlates to the operations and maintenance component of the IT investment reporting for individual investments, systems, or projects planned in Exhibit 300 and parts 1, 2 or 4 of Exhibit 53 and the Steady State Phase of the Capital Planning and Investment Control Process.

Operate and Maintain IT Investments (82) includes government and contractor personnel costs, supervision and management of these functions over the life of the IT investment after full acquisition is complete, including direct and indirect periodic or continuing costs of operation, maintenance, and management.

Use **Operate and Maintain IT Investments (82)** for:

- Conducting any functions directly related to operation of the IT investment
- Operations Center functions
- Administrative and technical support personnel, product and service (both federal and contractor) costs that are in direct support of the IT investment
- Planning, coordinating, scheduling, and conducting recurring training of users, administrators, customers, and stakeholders for operation, use and maintenance
- Project management functions that ensure the IT investment is still performing according to established cost/financial and performance metrics including gathering, analysis and reporting of those metrics
- System support services and maintenance
- Planning and executing normal, planned technology maintenance, upgrades, replacement, and disposal
- Conducting data capture functions directly related to operation of the IT investment
- Customer support and services (evaluating change requests, Help Desk or similar support)
- System backups and database backups
- Configuration and change management costs
- Monitoring systems and tuning for efficiency
- COTR and contract functions

This work activity does **NOT** include routine use of systems by end users.

This work activity is **NOT** to be used to report significant modernization or major enhancement to steady state projects – use **Plan IT Investments (80)** and **Acquire IT Investments (81)** for any Development,

Modernization and Enhancement (D/M/E) reported in DOI's IT Investment Portfolio (OMB Exhibit 53).

This work activity is **NOT** to be used to report CPIC or project management program costs which are to be reported under work activity 84. **Do not use this program element for costs planned in part 3 of the Exhibit 53.**

All aspects of operations and maintenance for IT Security are to be reported under Secure IT (83) work activity.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Ron Shepherd (OS/OCIO)

DOI Work Activity 83: Secure IT

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 Sustain the Organization
DOI Sub process:	5.b – Sustain Organizations

Examples/Notes:

Work Activity Description: Secure IT (83) is to be used when performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program costs and costs for securing individual IT systems, applications, and infrastructure. This work activity should be used to capture all IT security costs including planning, acquisition, and operation and maintenance of IT investments.

Reporting under this activity includes security costs reported on the OMB exhibits 53 and 300 for individual investments and the establishment and operation of an IT security program and office.

Use **Secure IT (83)** for:

- Establishment and operation of an IT security program and functions
- Creation and enforcement of IT Security policy and procedures
- Establishment and maintenance of a Certification and Accreditation program
- Plans of Actions and Milestones (POA&M) assessment, monitoring, analysis and evaluation, reporting, corrective action planning and execution
- IT security training and awareness
- Determining organizational impacts of Cyber Security policy, guidance, implementation and operation
- IT Security activities performed throughout the life cycle of IT investments (planning, acquisition, and operations and maintenance) including identifying and implementing additional security controls for systems that promote or permit public access, other externally accessible systems, and those that are interconnected with systems over which program officials have little or no control
- Ongoing IT security monitoring and testing
- Performing IT security life cycle cost analysis and planning
- Assessing the benefits, risks, and risk-adjusted life-cycle costs of alternative IT security postures
- Establishing realistic cost, schedule, and performance goals, both strategic and tactical, for the IT security program
- Establishing realistic cost, schedule, and performance goals, both strategic and tactical, for securing any individual IT investment or system
- Risk education and assessment
- Vulnerability education and assessment
- Security controls and authentication tools

Secure IT (83) includes supervision and management of IT security functions, and general administrative support staff for the local office.

Output:	Unit of Measure:
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Frank Menzer (OS/OCIO)\

DOI Work Activity 84: Manage IT Architecture

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Work Activity Description: **Manage IT Architecture (84)** is to be used to report all work for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance for enterprise architecture.

Tasks required to develop, manage and utilize the architecture are reported under this activity, including monitoring and reporting of business data and processes. This activity includes all Interior Enterprise Architecture (IEA) and bureau architecture team work including creation and maintenance of target architectures and modernization blueprints that are not attributable to individual IT projects or investments.

Manage IT Architecture includes management of the program, including direct and indirect periodic or continuing costs of operation, maintenance, and management of the architecture and all related artifacts and processes. Reporting under this activity correlates to IT investment reporting under the OMB Exhibit 53 Part 3. IT Architecture and Planning.

Use **Manage IT Architecture (84)** for:

- Establishment and operation of IT architecture program functions or offices
- Conducting any functions directly related to operation of architecture tools, e.g. Department Enterprise Architecture Repository (DEAR) and Bureau Enterprise Architecture Repository (BEAR), including data capture and maintenance
- Capture and maintenance of IT architecture artifacts, business information metadata and information on technology used by the business
- Capture, analysis and maintenance of business processes
- Developing, implementing, or providing oversight of policies and procedures for
 - Lifecycle management of data
 - Setting standards for consistency, accuracy, reliability and timeliness of data
 - Storage, scheduling and maintenance of data
 - Database design and performance
- Data modeling, synchronization for all data structure changes, migration, and interoperability
- Planning, coordinating, scheduling, or conducting recurring training for IT architecture
- Creation and maintenance of target architectures and modernization blueprints
- Preparation for, participation in, and operation of architecture teams or other teams when working on IT architecture matters
- Conducting architecture analysis and compliance, including automation studies and assessments when upgrading and installing new software/hardware and its related business processes

This work activity is **NOT** to be used to report architecture costs for individual IT investments or projects, which are to be reported under work activities **Plan IT Investments (80)**, **Acquire IT Investments (81)**, or **Operate and Maintain IT Investments (82)**.

Implementation of modernization blueprints, and development of solution architecture artifacts for individual IT assets are to be captured under work activity **Acquire IT Investments (81)**.

Output: N/A	Unit of Measure: N/A
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Colleen Coggins (OS/OCIO)

DOI Work Activity 85: Perform Capital Planning and Project Management

Program Area:	Indirect Cost
End Outcome Goal:	XEO.1 - Sustain the Organization
Intermediate Outcome Strategy:	XIO.1.1 - Sustain the Organization
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Perform Capital Planning and Project Management (85) is to be used when performing work to achieve and maintain compliance with OMB capital planning and investment control and project management requirements, including all program costs for portfolio management and project management which are not attributable to individual IT projects or investments. Reporting under this activity correlates to IT investment reporting under the OMB Exhibit 53 Part 3.

Use **Perform Capital Planning and Project Management (85)** for:

- Establishment and operation of IT investment management and project management programs and functions
- Creation and enforcement of policy and procedures
- Developing and conducting training
- Determining organizational impacts of capital planning and investment control and project management policy, guidance, implementation and operation
- Conducting capital planning and investment control and project management program evaluations and quality control
- Establishing realistic cost, schedule, and performance goals, both strategic and tactical, for the CPIC and project management program
- Automated Capital Planning or Project Management tools
- Overseeing development and quality control of capital planning and project management documents
- Overseeing assessment of the performance of Interior's IT portfolio and projects
- Overseeing evaluation of steady state systems

Perform Capital Planning and Project Management (85) includes supervision and management of portfolio and project management functions, and general administrative support staff for the local office performing the previously mentioned functions.

This work activity is **NOT** to be used to report capital planning or project management costs for individual IT investments or projects, which are to be reported under work activities **Plan IT Investments (80)**, **Acquire IT Investments (81)**, or **Operate and Maintain IT Investments (82)**.

Output: N/A	Unit of Measure: N/A
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: Ron Shepherd (OS/OCIO)